ROWAN COUNTY
HUMAN RESOURCES

JOB DESCRIPTION

Job Title   : Analyst Programmer   **Class** : Professional
Department: Information Systems   **FLSA** : Non-exempt
Revised   : February 2010

This job description supersedes any prior description for the Analyst Programmer classification.

GENERAL DESCRIPTION

Professional level work in systems analysis and programming of computer applications. While work is performed with a degree of independence, general supervision is provided by an Applications Manager, who reviews work through analysis of reports submitted, through the testing of applications programmed, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Writes new programs or amends existing programs for computer applications to meet the user departments' needs; codes, de-bugs and tests the programs; assists, using departments' personnel, in the implementation of new or amended programs.

Inquires about specific phases of a departmental operation including forms, functions, work coordination, methods, and procedures of various operating divisions.

Designs file structures, record and report layouts, and screen formats.

Performs systems work which includes adding or amending device descriptions and/or user profiles.

Attends meetings with user departments to discuss goals, future needs, and any problems.

Maintains purchased software packages and assists software vendors in the installation of a new package.

Trains users on new or amended programs and prepares instructions to operate the new or amended programs and files.

Prepares documentation of all procedures in assigned program and performs program maintenance.

Transfers data from the AS-400 to a PC environment and copies data to CDs to be sent as an e-mail attachment.

OTHER JOB FUNCTIONS

Installs hardware as necessary; connects/disconnects hardware to the AS-400 and PC network.

Attends seminars to remain current on AS-400 and PC hardware and software changes and enhancements.

Performs duties of the system operator as necessary.

Serves "on-call" on a rotating basis for after hours AS-400 problems.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of programming techniques, programming languages, operating systems, and the capabilities and limitations of computers.

Considerable knowledge of the principles, practices, hardware, software and equipment related to local government computer operations.

Considerable knowledge of sources available for effective operation of a local government computer operation.

Considerable knowledge of the organization and functions of local government.

Ability to analyze data and situations, reason logically, and draw valid conclusions.

Ability to write clear and concise instructions.

Ability to communicate effectively, orally and in writing.

Ability to install and uninstall computer hardware.

Ability to establish and maintain effective working relationships with officials, department directors, key employees in other departments, and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time reviewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Computer Technology and two years of computer programming experience using RPG programming language on an IBM AS400 or System 38; or equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**